STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
MARCH 29, 2000

ATTENDEES:

Bill Perkins, Chair	Steve Adams	Mike Backer
Dennis Bax	Rich Beckwith	Tony Bedford
Mike Benzen	Carolyn Cook	Lew Davison
Jan Grecian	Jill Hansen	Gina Hodge
Ritchie Jenkins	Don Lloyd	Gary Lyndaker
Carl Medley, II	Rex Peterson	Richard Pierce
Tom Robbins	Jim Roggero	Betty Rottmann
Dave Schulte	Larry Seneker	Don Slinkard
Debbie Wells	Ron Welschmeyer	Tony Wening
Lee West	Gerry Wethington	Chris Wilkerson
Lanny Wingate		

Bill Perkins opened the meeting at 8:30 a.m.

ACTION ITEMS

1.   Approval of the February 23, 2000, Information Technology Advisory Board Meeting Minutes

        Bill asked if there were any additions, deletions or changes to the minutes of the last meeting; there were
        none. The meeting minutes from February 23, 2000, were approved as written.

GENERAL BUSINESS

1.   CIO Update

        Mike Benzen reported that Governing Magazine is currently conducting a survey of state governments.
        This survey is done every two years and assigns a letter grade to each state. This year's survey will be
        based on fiscal management, personnel, and technology. Last year Missouri received a B+, with only two
        states receiving an A-. It is very important that Missouri is well represented due to the large number of
        recipients of this magazine. The survey has been sent electronically to the ITAB members and is due to the
        Budget Office by April 15th. The agencies' responses are due to Mike by April 8th or sooner. Mike stated
        he was particularly interested in E-government and strategic plans (or URL if on web). Government
        Technology is also doing a survey.

2.   IT Performance Measures Update

        There was no update on this item.

3.   Project Management Update

        Tom Stokes reported that the project team is nearing the completion of its policies regarding project
        management. He plans to present them to ITAB at the April meeting for review. In May, the policies
        would be presented for endorsement by ITAB. After receiving the endorsement of the ITAB, they will be
        presented to the Budget Office. He noted that handouts had been placed on the table for anyone interested.
        The handouts provided are Program Decision Item Form 5 Requirements, Decision Item Requirements
        Schedule, and Guidelines for Selecting a Project Management Review Team. He stressed the importance
        of involving financial officers or anyone involved with the submission of the Form 5's. The preliminary
        schedule will include the selection of a project review team in April. This team will consist of five

individuals selected by the ITAB chair or by a committee he appoints. Each team member will have to meet the same requirements as an agency project manager. Other changes includes the extension of the project plan and the allowance for the requirement plan to remain optional, due to the current status of the process. One or two agencies will be asked to determine if the proposed schedule is feasible. Risk management plans will be due by September 1st, as they are part of the business plans. Gerry noted the importance of involving the business leaders early in the process. If not, each agency will receive different information. The new administration should also be involved early, possibly including a member of the transition team in a future ITAB meeting. It was noted that the policies on project management were only recommendations to the budget committee. The policies are also currently listed on the OIT website. Tom will forward to Carolyn for inclusion in the minutes to allow everyone the opportunity to review them prior to the meeting. The PMI local Mid-Missouri chapter will have their kick off meeting this week.

> ACTION REQUIRED: Tom will forward the project management policies to Carolyn to be distributed with the minutes of this meeting.

4. SAM II Update

There was no update on this item.

5. Data Warehousing/Reports Committee Update

Betty Rottmann reported the committee is holding individual meetings on the financial side. These meetings are going well. The agencies are checking all the reports off the list. Good feedback has been received. They plan to kick off a user group in the May timeframe to be chaired by a representative from OA. John Reed from OSCA will co-chair the user group. One of the last meetings for the group chaired by Betty will be held on April 17th, from 1:00 – 4:00 in the Truman Building, Room 400. The group will review the common baseline reports and fixed asset reporting. Roger Bisges will explain the SDC billing process. A library of queries produced by the agencies will be placed out on the web. Betty stated she had placed several handouts on the table that relate to the HR side. She stressed the importance of having agency representatives review the SAM reports in comparison to the PARS reports. Agencies should also ensure the directors are kept informed on the implementation, training, time reporting, and conversion schedule. It was also suggested that the agencies form a SWAT team to assist in problem solving with the HR system implementation.

6. Architectural Standards Update

Larry Seneker stated that the architecture survey was sent out yesterday. The due date for his survey was April 8th, but could be moved back one week due to the urgency of the Governing magazine survey. Anyone with questions on the architecture survey should contact Larry.

> ACTION REQUIRED: Architecture surveys due to Larry by April 15th.

7. Prime Vendor Update

Carl Medley stated there have been additions to the hardware side of the Prime Vendor Contract. These include Xerox printers and Techtronics color printers. Perpetual Systems has also been added to the contract. The concept conference for the new PC procurement contract is scheduled for April 13th at 8:30 a.m. in the Truman Building, Room 492. More information will be provided at a later date. Purchasing is currently looking at the procurement contract that includes Gartner. His group has been asked to review

the business needs criteria of the agencies, which would provide opportunities for additional manufacturers. The option to purchase Gartner products would still exist, but would include other vendors. Gerry stated that the criteria should be based on thresholds, not relationships and relate to architecture standards. Betty Rottmann noted that this would increase the risk factors.

8.   Computer Leasing Contract Update

Carl stated the group is still in the fact-finding mode. They are discussing similar contracts with vendors and other states to find a similar plan to base our contract on. He will report any additional information next month.

9.   Internet/MOREnet Update

Tony Wening stated the backbone is now fully operational. Recently a fiber line was cut, but service was not affected as it automatically rerouted itself. They are having trouble finding OC3 vendors except in Kansas City and St. Louis. They also now have a scheduling software package. Their number of video sessions has doubled since January. Lanny Wingate stated the Network study should be done within the next few weeks. Chris Wilkerson asked if the SDC planned to keep ATM. Lanny stated the current ATM contract with OA has two years remaining.

10.   Internet Support and Service Update

There was no update for this item.

11.   Statewide Purchasing Update

Larry Seneker stated that this group is continuing with the Sterling Software bid. The bid should be on the street by the next meeting. OA would extend current contract until the new contract is awarded. Larry will work with Karen Boeger on a facilitated session on the PAQs.

          ACTION REQUIRED: Larry to work with Karen on a facilitated session on PAQs.

12.   Personnel Committee Update

Ron Welschmeyer gave an update on this committee. The committee is working on establishing a manager's position for the technical support and database administrator positions. The committee has received the last surveys and is compiling this information. Their next meeting is scheduled for tomorrow. GIS positions are being reviewed on a case-by-case basis for determination on whether they can be classified as IT. A person who merely uses GIS as an application tool/product would not be considered IT; however, a person who provides support of GIS should be considered as IT. Jim Roggero informed the group that at a recent CMSU Advisory Board meeting, the Board discussed removing the requirement to include COBOL classes for their CIS degree. CMSU has been a supplier of employees to state agencies. They plan to send out a survey to identify the needs of the business community. Jim distributed a signup sheet for those interested in participating in the survey.

13.   E-Government Committee Update

Jim Roggero asked everyone to review the handout attached to the agenda and minutes. Anyone with questions or comments should contact Bill Perkins.

14.   MOTEC Update

Jill Hansen reported that there would be a presentation on the funding of MOTEC at the next meeting. They have distributed information on the proposed funding schedule. Jill asked that everyone come prepared to make a decision at the next meeting.

> ACTION REQUIRED: ITAB members should review MOTEC funding schedule and be prepared to discuss at the next ITAB meeting.

15.   Review of ITAB Committees

Ron Welschmeyer asked everyone to review the listing of committees and user groups and let Bill know of any changes. Chris Wilkerson requested a clarification on the breakdown of committees and user groups. Jim Roggero stated the ITAB Committees have direct responsibility to report back to ITAB. The Cooperative Efforts have no direct responsibility to ITAB, but the issues do affect state government. User Groups were formed to share tips and techniques among the users. The User Groups that are ITAB Sponsored are sanctioned and/or were initiated by ITAB. They can recommend IT policies to ITAB for its approval. The non-ITAB Sponsored User Groups are usually led by vendors or other non-state employees and do not directly report to ITAB. Gerry Wethington recommended a committee be formed to review the subcommittees.

REPORT OF PLANNED/ACTIVE BIDS

There were no planned or active bids reported.

REVIEW OF ACTION ITEMS

1.   Governing Survey responses due back to Mike Benzen by April 8th or before.
2.   Tom Stokes will forward the project management policies to Carolyn for review prior to the next meeting.
3.   The architecture survey is due back to Larry Seneker by April 15th.
4.   Larry Seneker will contact Karen regarding facilitating a PAQ session.
5.   ITAB members should review the MOTEC funding for discussion at the next meeting.
6.   Gerry Wethington recommended a committee be formed to review the subcommittees.

OPEN DISCUSSION

There were no items for open discussion.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, April 26, 2000**, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.

BP/cc